

**Supervised Ministry & Vocational Planning Office**

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| In-Process Assessment |
| **Process:*** The student and supervisor each prepare written drafts of their reports, typically from 1 ½ to 3 single-spaced pages each.
* The student and supervisor meet to exchange, review, and discuss the reports. They make desired revisions independently, and then meet again to exchange, review and discuss the reports together.
* Both sign this form, attach the final version of the written reports, and send them to SMVPO by email. If sent from supervisor’s email, signatures are not necessary.
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| **Student Guidelines:**The student responds in writing to the items below.1. At this point of your internship, where do you find the greatest sense of accomplishment and satisfaction? Respond to this question bearing in mind the learning goals you set.
2. Where have you encountered the greatest challenges and difficulties in accomplishing the tasks and goals of the internship?
3. Comment on the relationship between you and a) your supervisor and b) (in parish settings) your mentoring team.
4. Have you made any decisions to change your learning goals or internship responsibilities? Is so, please comment.
5. Do you need any additional support from the Supervised Ministry Office?
6. Do you have any additional comments?
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| **Supervisor Guidelines:**The supervisor responds in writing to the items below.1. As you look back on the Learning Covenant, assess the progress the student has made in the completion of the learning goals he or she established. Include in these reflections your assessments of the student’s growth toward ministerial vocation and identity, the student’s relationship with authority (his/her own, and others’), the ways in which the student’s ministry is received, and the ways in which the congregation/agency has been helpful or unhelpful in these processes.

     1. Are there any revisions to the Learning Covenant which now seem appropriate? If so, please describe them.
2. Describe some of the issues that are being raised in supervision and theological reflection. Assess the methods you are using to raise issues and structure your discussions and any directions you see as desirable for the next term.
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|  * **Sign below, attach all written reports, & send all to SMVPO by scanning and emailing to the course instructor OR fax (804.278.4269 in Richmond and 980.636.1799** in **Charlotte).**

*We have read and discussed each other’s reports.***Supervisor Name (Printed):** **Supervisor Signature:** **Date:** **Student Name (Printed):** **Student Signature:** **Date:** **Church Name:**  |